



### **Duckegg Theatre Acting School Limited – Terms and Conditions**

Payments must be made as stated by the invoice provided by LoveAdmin - monthly, via GoCardless direct debit. Duckegg Theatre Acting School Limited classes run for x42weeks (44 for ProTeam) of the year. Monthly subscriptions cover all 42 weeks, split into 12 equal monthly payments. The final instalment for Summer Term / academic year is taken in August due to the averaged nature of our fees. All sessions within a term are payable, regardless of attendance.

A one off £10.70 membership fee is payable upon signing up, post free trial session.

From the 1<sup>st</sup> April 2025 VAT will be added to all payments.

Current members must notify the company in writing via email to the Company Director ([vicky@duckeggtheatre.co.uk](mailto:vicky@duckeggtheatre.co.uk)) of any changes to their membership. A minimum of four weeks notice must be given when leaving a group and these weeks are payable. If we are not notified your membership will continue to roll and four weeks will be payable from the date we receive written notice.

If students fall 1 month into arrears they will be unable to attend sessions until they are up to date with payments.

Students must come adequately prepared for their session. Uniform is movable clothing for example jogging bottoms, trainers/jazz shoes and comfortable top. The crucial thing is that they are able to move freely.

A large aspect of our company ethos is creating performers with initiative and allowing creative ownership. We allow our students to make and learn from their own mistakes, and reward acts of high motivation and initiative.

On occasion students may wish to provide costume or prop items from their own homes. Should any items from student's homes be used in class or a show this is at the discretion of the family and Duckegg are not liable for lost or broken property.

When a Mini Egg/Junior student commences Duckegg classes, parents are welcome to stay for the first five minutes of the session at the teacher's discretion to ensure settling in. On any other occasion parents are respectfully asked to leave the teaching space for the entire session as it is often distracting to students and creates child protection issues.

Please ensure Mini Eggs and Juniors have been to the toilet before commencing session.

All students may be issued with course materials. These should be brought to each session. Multiple copies of any materials will not be provided. Please make sure you look after any materials. It would be advisable for students to bring a file to sessions to store materials. A notepad is also useful.

Courses within the Acting School are subject to change at the discretion of the lead tutor.

Duckegg staff are covered by public liability insurance to £5 million.

Please let us know if you're going to be absent from a session by emailing your creative mentor (\*mentor [name@duckeggtheatre.co.uk](mailto:name@duckeggtheatre.co.uk)) for planning purposes.

Senior and ProTeam pupils may make their own way to and from classes if we receive permission for this from their parent/guardian. If your Senior/ProTeam child will be making their own way to and from sessions please notify their mentor of this by emailing them on: \*mentor [name@duckeggtheatre.co.uk](mailto:name@duckeggtheatre.co.uk). All Mini and Junior pupils MUST be dropped off and picked up from sessions by an adult with parent/guardian permission to do so.

All students will remain in their class venue for the duration of their class. No pupil will be allowed off site during a session.

In the interest of fairness, if a student misses three consecutive sessions we cannot guarantee their role in the production that they are working towards.

Parents/guardians have an obligation to inform Duckegg Theatre Acting School Limited of any medical conditions or concerns, past or present, that may affect the student's well being. If not informed in writing of this prior to the student commencing on a course, Duckegg will not be held liable. Current members may make amendments to their child's profile at anytime by logging into their JoinIn account: [joinin.online](http://joinin.online)

Duckegg reserves the right to occasionally switch day or venue. Your teacher will inform you via email when this is the case, and sessions are still chargeable.

Please bring a soft drink to your session. No carbonated beverages or food please (unless medical reasons deem this necessary).

Duckegg may on occasion offer students additional opportunities within the company. Students are under no obligation to take on any additional commitments.

Students should endeavor to arrive at their class at least 5 minutes before the start of the session.

Duckegg has the right to remove a student from the course without prior notice.

It is important that students try their best to attend every week where possible.

**Classes break for 2 weeks at Christmas, 2 weeks at Easter, 6 weeks over Summer and Bank holiday Mondays, running through school half term holidays. ProTeam run as normal through Easter in order to prepare for their show.**